



**Solicitation Information**  
**February 26, 2013**

**RFP # 7461281**

**TITLE: Architectural and Engineering (A&E) services for the Rhode Island Fire Academy  
Phase II - (Administrative, Classroom, and Locker Room Addition)  
Green Lane Exeter, Rhode Island**

**Submission Deadline: March 28, 2013 11:00am (Eastern Standard Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes**  
**Date & Time: March 7, 2013 1:30pm (Eastern Standard Time)**  
**Mandatory: YES**  
**Location: Division of Purchases 2<sup>nd</sup> Floor Conference Room (B),  
One Capitol Hill  
Providence RI, 02908**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than March 14, 2013 @ noon (Eastern Standard Time). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information addenda.

**SURETY REQUIRED: No**  
**BOND REQUIRED: No**

**Thomas Bovis**  
**Interdepartmental Project Manager**

**NOTE TO VENDORS:**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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**SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS**

**1.1) INTRODUCTION**

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Projects and Property Management and Rhode Island Department of Public Safety, is soliciting proposals from qualified firms to provide Architectural and Engineering (A & E) Services for the Rhode Island Fire Academy Phase II - (Administrative, Classroom, and Locker Room Addition), located on Green Lane, at the Ladd Center in Exeter, RI, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those Offerors who have submitted proposals.
- c) The firm selected or any subcontractor hired by the selected firm who provides services for this RFP is not eligible to bid on any underlying construction or future consulting services for this project.

**1.2) NOTIFICATIONS TO OFFERORS**

- a) Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, offerors must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) under the heading "Vendor Registration Information."
- c) All proposals should include the offeror's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

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- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Offerors in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered.. The “official” time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI..
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
- j) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Offerors should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@gw.doa.state.ri.us](mailto:charles.newton@gw.doa.state.ri.us), Visit the website <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor’s services are clearly stated in the offeror’s proposal.
- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation.

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All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Offeror, as necessary, to serve the best interests of the State.

**1.3) ARCHITECTURAL / ENGINEERING SERVICES**

- a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.

- c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation  
Division of Design Professionals  
1511 Pontiac Avenue (Bldg 68-2)  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

- d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

**SECTION 2 – SCOPE OF WORK**

**2.1) BACKGROUND AND PURPOSE**

- a) The Rhode Island Fire Academy is located on Green Lane at the Ladd Center in Exeter, RI. Phase I of the RI Fire Academy facility was completed in the summer of 2011. This includes a training building, an equipment building, a training pad of nearly 4 acres with a water collection system, burn props, an On Site Wastewater Treatment System (OWTS), and a parking area with permeable pavers. Please see attached Overall Site Plan C101. The site plan also indicates Fire Academy Building Future Expansion.

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- b) The State of Rhode is seeking a qualified Architectural firm to provide full architectural, engineering, fire suppression, interior design, and landscape architectural services including the development of full Construction Documents and Construction Administration Services for an Administrative and Classroom addition of approximately 7,500 - 8,500 square feet on the east side of the existing Equipment Building in the location indicated on drawing C101.
  - i. The existing OWTS was sized to accommodate an administrative and classroom component. The successful offeror is to confirm OWTS capacity and provide design services for all necessary connections.
  - ii. There is water service to the site for the existing building; the size of the water service will need to be evaluated to determine if it will support the Addition and meet the requirements for the fire suppression system.
  - iii. Additional parking may be needed for the administrative and classroom addition. Design services for additional parking are a requirement of the RFP. Attached drawing C2 indicates the location for an enlarged parking area to accommodate additional parking needs related to the administrative and classroom area.
  - iv. A copy of construction documents for the existing facility will be made available to the successful offeror.
  - v. A conceptual design was done for the proposed addition and is attached for informational purposes only. See attached floor plan and two (2) exterior renderings. These drawings represent only a concept and interested offerors should not use them as a basis for submitting their technical and associated fee proposal.

**2.2) REQUIRED DESIGN SERVICES**

- a) **Site Civil Engineering including:** site drainage, roof drainage considerations, parking areas including permeable paving, walkways, entry plaza, underground utility connections, OWTS connections, site lighting, looming and seeding, ADA compliant site design, etc. Compliance with any existing environmental permits. Provide an analysis and recommendations for parking, landscaping, wetlands, drainage, and other environmental considerations.
- b) Full architectural design services with design submissions at the Schematic Design Phase, Design Development Phase, and 90% Construction Document Phase.
- c) Full Mechanical, Electrical, and Plumbing (MEP), engineering design services.
- d) Full HVAC design. The building is to be fully air conditioned.

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- e) Full Fire Suppression and Fire Alarm Design.
- f) Code Analysis.
  - i. Conduct a full building code analysis for the intended uses.
  - ii. Conduct a full fire code analysis for the intended uses.
  - iii. Universal access design in consultation with the Governor's Commission on Disabilities.
- g) Building and Site Survey, including borings.
- h) Fencing modifications: Existing fencing will need to be removed/modified in the area of the proposed addition so that there is no fencing directly in front of the addition and at the same time provides a complete enclosure for the training pad.
- i) Security Design. Positive security control such as through card access, cameras, key pad, motion detectors, etc.
- j) Telecommunications and data cabling layouts and specifications.
- k) Audio Visual Equipment specifications and layouts.
- l) FF&E layout and specifications. The successful offeror will provide specialty interior design services as required for coordination of existing Furniture, Fixtures and Equipment (FF&E) to be incorporated into the new facility, assistance with purchasing new furnishings, and services for the design, specification and coordination of finishes. The firm will also provide services to produce all required life safety signage including but not limited to evacuation signs, interior identification and directional signage and site signage.
- m) Testing
- n) Special Inspection Program
- o) Construction Testing/Inspections
- p) Commissioning
- q) LEED® Design Services. The buildings will be designed to meet a minimum of LEED® (Leadership in Energy and Environmental Design) Silver Level certification as governed by the US Green Building Council or a similar equivalent standard. All references to LEED® certification in this document shall be interpreted to mean LEED® Silver or an equivalent standard as approved by the State. In addition, as part of this contract, the architect is to provide all administrative services, prepare any required applications,

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provide required documentation, etc., as may be required in the LEED® Silver Level certification process. The Architect will be responsible for all aspects of this endeavor.

- r) Coordination of the State's 1% Art requirement.
- s) Professional cost estimates are to be provided at the Design Development Phase and the 90% Construction Document Phase. The cost estimates will be carried forward to the projected bid date. This is to include FF&E. After review of the cost estimates, if the cost estimate(s) are over the construction budget, the owner shall reserve the right to initiate value engineering and redesign services at no additional cost to the owner, terminate the contract or continue with services. Any and all cancellation shall be considered as "cancellation for convenience". The firm shall at that juncture have no basis of claim for any damages or for lost profits for work not performed.
- t) The offeror will provide a program for the addition. The successful offeror will be required to obtain end user and DOA Capital Projects sign off on the preliminary layout and site plan and make changes as needed to the program based on owner/end user feedback. Preliminary Programming should include:
  - 1. Administration:
    - a. Conference Room
    - b. Director's Office
    - c. Office/File
    - d. Storage Room
    - e. Reception/Waiting
  - 2. Common Area:
    - a. Men's & Women's Rest Rooms
    - b. Breakroom
    - c. Library
  - 3. Classrooms:
    - a. Two (2) 50 Student Classrooms with a dividing movable wall
    - b. Prefunction Space
    - c. Storage Room
  - 4. Lockers, Toilets & Showers:
    - a. Women Students
    - b. Men Students
    - c. Instructors
  - 5. Ancillary Spaces:
    - a. Mechanical Room
    - b. Electrical Room
    - c. Janitor's Closet
    - d. Circulation
  - 6. Exterior entry plaza with 2 flag poles

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- u) Provide for preparation of any additional environmental permitting applications that may be required along with any additional related studies or support documentation that may be required.
- v) The successful offeror will prepare documentation and hold primary meetings with all authorities having jurisdiction including but not limited to the Rhode Island Building Code Commission, The Rhode Island State Fire Marshal's Office, The Town of Exeter Fire Department, and the Governor's Commission on Disabilities.
- w) The offeror will hire a qualified firm to determine the extent and nature of all hazardous building and environmental materials and, in coordination with that vendor, provide a plan for the removal of any and all hazardous materials found prior to construction to the authorities having jurisdiction. The vendor's specialty subcontractor will also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.
- x) Offer shall be responsible to log and maintain all information related to the Construction Closeout Procedures Document from the start of construction until final issuance of Final payment to the Contractor. It will be the responsibility to make sure three sets get submitted by the Contractor after approval of all closeout documents.

**2.3) DELIVERABLES:**

- a) Schematic Design submission.
- b) Design Development Submission with cost estimate.
- c) 75% Construction Documents Submission with cost estimate.
- d) 100% Construction Documents
- e) The Architect shall be required to provide two different colored exterior perspective drawing and three different colored interior perspective drawings.

**2.4) COST ESTIMATES:**

A minimum of four (2) professional independent cost estimates produced by a professional cost estimator are required. These are required at the Design Development Phase (1); and 75% Construction Documents (1). The cost estimates shall be carried forward to the projected bid date.

**SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

**3.1) RESPONSES**



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- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in separated sealed envelopes.

**Part One –Technical Proposal (70 points)**

Technical proposal will be evaluated on the following criteria (All Offerors must receive a minimum score of 55points on the Technical proposal, Offerors not scoring at least 55 points will not be considered for fee proposal evaluation).

**A. Experience of the Firm and Project Principals (0-25 points):**

Describe the firm and the firm's consultant(s) general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements.

Proposals must provide answers to the following questions:

- i. Does the Offeror have experience with projects of a similar size, scope and use?
- ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
- iii. Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?
- iv. Has an organization chart of the firm and any subconsultants been provided for the project, indicating also MBE status for any firm?
- v. Is the cost estimator familiar with projects made up of the use groups defined as to be part of the program?
- vi. Does the architectural team appear able to incorporate program goals and criteria into their design work?
- vii. Does the Offeror have LEED® Accredited Professionals on Staff?

**B. Project Plan (0-35 points):**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed, it **must**

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include a project schedule with personnel assignments to project tasks.

Proposals must provide answers to the following questions:

- i. Does the plan illustrate the Offeror has analyzed, interpreted and understands issues presented by the project?
- ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- iii. Does the proposed plan appear sensitive to budget and time constraints?
- iv. Does the plan address relevant design and program issues, by providing possible solutions?
- v. Does the plan include a discussion of value engineering and LEED® standards?
- vi. Does the Offeror identify both constraints and opportunities posed by this project?
- vii. Is there a project timeline and schedule provided by the Offeror and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the firm describe their current workload and the availability of their personnel to perform the project, is it a feasible?

**C. References (0-10 Points):**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Offeror's final project provide a good design and program fit?
- iii. Did the Offeror identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the Offeror adequately research relevant design and program issues?
- vi. Was the Offeror's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

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**Part Two- Professional Fee Proposal (30 points)**

Professional Fee proposal will be evaluated on the following criteria:

- i. Submitted in a **separate, sealed envelope**.
  - ii. The Professional Fee proposal shall be submitted as as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$10,000.00 (*See* Section 3.6.g for what expenses will be considered reimbursables).
  - iii. Attach to the Fee Proposal Form the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED® application and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
  - iv. The Professional Fee proposal shall include continued probable cost estimates and value engineering and redesign services (including re-submittal of documents) at no additional cost. All fees associated with USGBC should be included as part of the lump sum price.
  - v. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula:  $x/n$  ( $y$ ) = **points awarded**; whereas “ $x$ ” = lowest opened bid, “ $n$ ”= any bid under consideration and “ $y$ ”= 30 points.
- b) All work indicated in this RFP must be included, with **no exclusions** and a Lump Sum Fixed Fee (dollar amount) must be provided, or the bid will be rejected as being non-responsive.
- c) The State reserves the right to award on technical and/or fee.
- d) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

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**3.2) TENTATIVE SCHEDULE TARGET DATES:**

RFP Announcement	2/27/2013
RFP Question Due to Purchasing (noon)	3/14/2013
RFP Submission Due to Purchasing (11:30am)	3/28/2013
Purchase Order Issued	June 2013
Project Starts	June 2013
Project Design Completion	January 2014
Construction Advertising	January 2014
Construction Award	April 2014
Construction Completion	September 2015
Closeout/Move-in	November 2015

**3.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING**

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
- b) A **mandatory** pre-bid meeting will be held at the location, date & time indicated on page one of this solicitation.

**3.4) PROPOSAL SUBMISSION**

- a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Architectural and Engineering (A & E) services for the Rhode Island Fire Academy Phase II - addition of administrative, classroom, lockers room and storage spaces - Green Lane Exeter, Rhode Island".

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

- b) **REMINDER:** Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases.

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**3.5) PROPOSAL CONTENTS**

a) Proposals must include the following:

- i. A completed and signed four-page RIVIP generated offeror certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- ii. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page, should only be included in the original copy.
- iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

**3.6) ADDITIONAL TERMS AND CONDITIONS**

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful firm shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the Rhode Island State Department of Administration, Division of Capital Projects and Property Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.
- c) The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, also appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.

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- d) The firm must comply with all State and Federal statutory, regulatory and ANSI standards. The firm must cooperate and coordinate with other state agencies, contractors or entities, if necessary, to successfully complete this proposal. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- e) Comply with the following Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
  - 1. Programming & Schematic Design = 15%,
  - 2. Design Development = 20%
  - 3. Construction Documents = 35%;
  - 4. Bidding Phase = 5%,
  - 5. Construction Administration = 20%
  - 6. Close Out = 5%.
- f) All Drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- g) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Projects and Property Management, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in *Section 2.3 DELIVERABLES*. Reproductions for office use by the selected offeror and its' consultants shall not be reimbursable, transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. (See Section 3.1 Part Two, iii.)
- h) Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.
- i) If additional subconsultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Projects and Property Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the subconsultants' proposal.
- j) Conflict of Interest – The successful firm will attest that neither the firm, its employees or its consultants shall have, or enter into, any contract or business venture with any general contractor or trade sub-contractor who is chosen to work on this project. This provision, does not apply to any and all sub-contractors hired to provide sub-contractor services during the investigation phase.
- k) Cancellation for Convenience - The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the firm shall

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have no claim to any reimbursement for lost work or profits and only have claim for work done until the date of cancellation for convenience. The State will provide thirty (30) days notice of the cancellation.

- l) Alterations to AIA Forms-Front End - The Owner will make available to the successful firm a Modified AIA bidding front end and general conditions documents that will require editing by the firm to make the document's project specific. The editing is to be completed by the Offeror at no additional cost to the owner.
- m) Bid Review and Contractor De-Scoping - The firm shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of as many as three contractors. The results of this de-scoping shall be provided in writing to the owner.
- n) Value Engineering - the firm shall perform, at no additional cost, any and all value engineering as required to bring the project into budget after the receipt of the professional, independent cost estimates. The firm shall also keep an informal statement of probable cost and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- o) The Professional cost estimator required for construction cost estimates must NOT be an employee of the awarded firm and must NOT be a regular employee of a construction firm.

END